

ENVIRONMENTAL HEALTH SPECIALIST REGISTRATION

APPLICATION INSTRUCTIONS

1. Complete application form (Print or Type) and return with a \$73.00 check or money order payable to the Environmental Health Specialist Registration FUND (no cash). The application fee is NOT REFUNDABLE. All of the requested information is mandatory and incomplete applications will not be processed.
2. Apply to CPS Human Resource Services (CPS) for domestic transcript evaluations. Foreign transcripts must be approved by an approved foreign transcript evaluation service. Refer to the attached list of approved foreign credential evaluation services.
3. You may submit applications to CPS, or foreign transcript evaluator, concurrently with your application to the REHS Program.
4. CPS charges \$245.25 for the evaluation of domestic transcripts. This may be paid with a money order, cashier's check or credit card. Foreign evaluators each have their own fee structure (see attached list for their web sites and addresses).
5. MAIL REHS APPLICATION, FEE and TRANSCRIPT EVALUATION to:
DEPARTMENT OF HEALTH SERVICES
Environmental Health Specialist Registration Program
MS 7404
P.O. BOX 997413
SACRAMENTO, CA 95899-7413.
6. Your application will be valid for 30 months after which reactivation will be necessary. PLEASE NOTIFY THIS OFFICE OF ANY CHANGE OF ADDRESS.
7. CPS can be reached at

CPS Human Resource Services
241 Lathrop Way
Sacramento, CA 95815
phone (916) 263-3624 ext 3172
fax (916) 263-3613
web address: www.cps.ca.gov/test_registration/envhealth
email: ehs@cps.ca.gov

8. FOREIGN Transcript evaluations: If you have attended a college or university outside the United States you will need to file an application with one of the foreign transcript services listed below. These services operate for a fee based on the extent of education evaluated. Request that the evaluation service forward a letter to the REHS Program stating whether or not your degree is equivalent to a bachelor's degree offered by a United States college or university. The evaluation must indicate whether or not your degree includes lecture and/or laboratory instruction for general basic science courses required of **biological science majors** including **inorganic chemistry, organic chemistry, physics, biology, microbiology, and calculus or college algebra (third-year algebra)**.

The letter from the credential evaluation service must state that these courses have been successfully completed and must indicate the number of equivalent United States semester units each course represents. **(NOTE:** This list is supplied for informational purposes only and in no way implies formal recognition or approval by the Department of Health Services of the agencies listed or their advisory interpretations.)

CREDENTIAL EVALUATION SERVICES

<p>Academic and Professional International Evaluations, Inc. P.O. Box 5787 Los Alamitos, CA 90721-5787 (562) 594-6498 www.apie.org</p>	<p>Center for Applied Research, Evaluation & Education, Inc. P.O. Box 20348 Long Beach, CA 90801 (562) 430-8215 evalcaree@earthlink.net</p>
<p>Education Records Evaluation Service, Inc. 601 University Ave. Suite #127 Sacramento, CA 95825 (916) 921-0790 www.eres.com</p>	<p>Evaluation Service, Inc. PO Box 1455 Albany, NY 12201 (518) 672-4522 www.evaluationservice.net</p>
<p>Foreign Academic Credential Service, Inc. PO Box 400 Glen Carbon, IL 62034 (618) 656-5291 www.facusa.com</p>	<p>Foundation for International Services, Inc. 21540 30th Dr SE, suite #320 Bothell, WA 98021 (425) 487-2245 www.fis-web.com</p>
<p>Global Services Associates, Inc. 2554 Lincoln Blvd. #445 Marina del Rey, CA 90291 (310) 828-5709 www.globaleval.org</p>	<p>International Consultants of Delaware, Inc. 625 Barksdale Rd. suite #109 Newark, DE 19711-3258 (302) 737-8715 http://icdel.com</p>
<p>International Educational Research Foundation, Inc. P.O. Box 3665 Culver City, CA 90231 (310) 258-9451 www.ierf.org</p>	<p>Josef Silny & Associates, Inc. International Education Consultants 7101 SW 102 Ave. Miami, FL 33173 (305) 273-1616 www.jsilny.com</p>
<p>SpanTran Educational Services, Inc. 7211 Regency Square Blvd #205 Houston, TX 77036-3197 (713) 266-8805 www.spantran-edu.org</p>	<p>World Education Services, Inc. PO Box 745 Old Chelsea Station New York, NY 10113-0745 (800) 937-3895 www.wes.org</p>